

How to Use the Statewide Contract for Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products

Contract #: FAC79	Contract Duration: 06/01/2013 to 06/30/17
MMARS #: FAC79*	Options to renew: none
Contract Manager: Sara Urato - 617-720-3319 sara.urato@massmail.state.ma.us	
This contract contains Small Business Purchasing Program (SBPP) and Supplier Diversity Office SDO Contractors	
Last change date: September 24, 2015	

Contract Summary

This contract covers the acquisition of landscaping products, playground equipment, site amenities and related products. There are nine (9) categories available:

Cat #	Category Name	Regional or Statewide Awards
1	Nursery Products, Including Native Plants	Regional & Statewide
2	Turf and Landscape Products: Seed, Sod, Fertilizer, Pesticide and Related Products	Regional & Statewide
3	Compost and Mulch	Regional
4	Soil Aggregate Products	Regional
5	Green Roof and Living Wall Materials and Supplies	Statewide
6	Playground Equipment and Surfaces	Statewide
7	Benches, Tables, Receptacles and Site Amenities	Statewide
8	Fencing, Railing, Decking, Partitions and Lockers	Statewide
9	Related Specialty Environmentally Preferable Products	Statewide

Benefits and Cost Savings

- Competitive discounts for smaller orders under \$10,000
- Multiple quote process for orders over \$10,000 to drive additional discounts
- Generous Prompt Payment Discounts

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies

4. Local public libraries, public school districts and charter schools;
5. Public Hospitals, owned by the Commonwealth;
6. Public institutions of high education
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Compliance with Construction Law

This contract does not include construction related services. Eligible Entities should consult their legal counsel for assistance determining whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. If installation of the system is deemed to include construction, then installation work done under this contract is limited to \$10,000 or less.

Pricing

All published contract pricing, including but not limited to firm pricing, contract discounts and all other pricing published under this contract is ceiling (not-to-exceed) pricing, and any published rebates are minimum rebates. Price structure varies among the categories. Specific price structure for each category is included below:

Categories	Product Pricing	Delivery Pricing
1 & 2	Pricing for orders up to \$10,000 is based on vendor catalog or commercial price list, whichever is lower. Discounts based on size of order. Delivery price based on order amount and delivery region. Pricing for orders over \$10,000 is based on quotations.	Maximum delivery price is based on order amount and delivery region and is included in the price file.
3 & 4	Regional prices for specific products provided in the Vendor's price file	Delivery is included in the price listed in the price file.
5, 6, 7, 8, 9	Pricing is based on a discount off the Bidder's catalog or commercial price list, plus a separate delivery charge (if any) to be negotiated between the Contractor and the Eligible Entity for each project. Category 6 does not include	Delivery charges (if any) are to be negotiated between the Contractor and the Eligible Entity for each project. Delivery charges must be included in the quote and may not be marked up by more than 1% .

Categories	Product Pricing	Delivery Pricing
	playground safety inspection services.	

Labor Rates: Vendors in some categories have provided hourly rates for non-prevailing wage positions and mark-ups over prevailing wage for prevailing wage positions. Mark-ups over prevailing wage are **ceiling mark-ups** and hourly rates are **ceiling rates**; both will remain firm for the initial term of the contract. Vendors may decrease mark-ups or hourly rates at any time by contacting the OSD Contract Manager. Additionally, vendors may offer discounted rates to Eligible Entities on a case-by-case basis.

Prevailing Wage

Eligible Entities must provide contractors a copy of the current prevailing wage rates at the time of quote request. Prevailing wage sheets can be requested from the Department of Labor Standards by visiting their [website](http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/) (<http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/>). The process is automated and the turnaround time is very quick, less than one business day.

Negotiation

Eligible Entities have the right to negotiate pricing or other aspects of purchases within the scope of the contract and are encouraged to do so.

How to Use the Contract

Award Regions (Categories 1-4)

Categories 1-4 were awarded regionally. Check the region listing (on page 5) to determine the region for your city or town.

Process for Ordering

Users are encouraged to “shop around” among the contractors within the desired category to find the best pricing and product available. In order to ensure that you receive all the benefits and savings associated with the statewide contract, please **always reference the statewide contract and the document number (FAC79)** when opening an account and placing an order with a Contractor.

- **Orders up to \$10,000 – Percentage Discount.** Eligible Entities may purchase directly from the vendor of their choice without requesting multiple quotes.
- **Orders over \$10,000 - Multiple Quotes.** Eligible Entities are responsible for contacting the contractors of their choice to obtain **multiple** quotes prior to issuing an order.

Additional Requirements

No surcharges: No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract(s).

No pre-payments: Contractor must not request any form of pre-payments by the Eligible Entity before the service is rendered. For special projects implemented in phases, by mutual agreement of the Eligible Entity and the Contractor, invoices must be issued after each phase is completed to the Eligible Entity's satisfaction.

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero line item catalog in COMMBUYS

There are 22 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order.

How to place an order

P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC79) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services (monthly pickups, etc.), then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: " This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

Further direction is available in the "[How to Complete a Partial Receipt in COMMBUYS](#)" Job Aid.

Strategic Sourcing Services Team (SSST)

Name	Eligible Entity
Randal Cabral	Department of Public Health
Randy Clarke	MBTA
Michael Courtney	Bureau State Buildings
David Crouse	Massachusetts State Police

Donald Denning	City of Boston
Nancy Fitzgerald	Department of Fire Services
Roger Gauthier	Department of Public Health
Sylvain Kabeya	Massachusetts Rehabilitation Commission
Adam Peters	MBTA
Charles Plungis	Operational Services Division
Korina Senior	Department of Fire Services

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the COMMBUYS (www.commbuys.com) website, click on “Contracts & Bid Search” then search by Contract/ Blanket Description FAC79 to locate the following contract information:

Contract User Guide	“Attachment” Tab
Contractors Award Information and pricing	“Attachment” Tab

Zone Listing

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
ARLINGTON BELMONT BOSTON BRAINTREE BROOKLINE BURLINGTON CAMBRIDGE CANTON CHELSEA COHASSET DEDHAM DOVER EVERETT HINGHAM HOLBROOK HULL LEXINGTON LINCOLN MALDEN MEDFORD MELROSE MILTON NEEDHAM NEWTON NORWOOD QUINCY RANDOLPH REVERE SAUGUS SOMERVILLE STONEHAM WAKEFIELD WALTHAM WATERTOWN WELLESLEY WESTON WESTWOOD WEYMOUTH WILMINGTON WINCHESTER WINTHROP WOBURN	AMESBURY ANDOVER BEVERLY BOXFORD DANVERS DRACUT ESSEX GEORGETOWN GLOUCESTER GROVELAND HAMILTON HAVERHILL IPSWICH LAWRENCE LOWELL LYNN LYNNFIELD MANCHESTER MARBLEHEAD MERRIMAC METHUEN MIDDLETON NAHANT NEWBURY NEWBURYPORT NORTH ANDOVER NORTH READING PEABODY READING ROCKPORT ROWLEY SALEM SALISBURY SWAMPSCOTT TEWKSBURY TOPSFIELD WENHAM WEST NEWBURY	ABINGTON ACUSHNET ATTLEBORO AVON BERKLEY BRIDGEWATER BROCKTON CARVER DARTMOUTH DIGHTON DUXBURY EAST BRIDGEWATER EASTON FAIRHAVEN FALL RIVER FOXBOROUGH FREETOWN HALIFAX HANOVER HANSON KINGSTON LAKEVILLE MANSFIELD MARION MARSHFIELD MATTAPOISETT MEDFIELD MIDDLEBOROUGH NEW BEDFORD NORFOLK NORTH ATTLEBOROUGH NORTON NORWELL PEMBROKE PLAINVILLE PLYMOUTH PLYMPTON RAYNHAM REHOBOTH ROCHESTER ROCKLAND SCITUATE SEEKONK SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM	BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH GOSNOLD HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH	ACTON ASHLAND AUBURN AYER BARRE BEDFORD BELLINGHAM BERLIN BILLERICA BLACKSTONE BOLTON BOXBOROUGH BOYLSTON BROOKFIELD CARLISLE CHARLTON CHELMSFORD CLINTON CONCORD DOUGLAS DUDLEY DUNSTABLE EAST BROOKFIELD FRAMINGHAM FRANKLIN GRAFTON GROTON HARDWICK HARVARD HOLDEN HOLLISTON HOPEDALE HOPKINTON HUBBARDSTON HUDSON LANCASTER LEICESTER LITTLETON MARLBOROUGH MAYNARD MEDWAY MENDON MILFORD MILLBURY MILLIS MILLVILLE NATICK NEW BRAINTREE NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE	OAKHAM OXFORD PAXTON PEPPERELL PETERSHAM PRINCETON RUTLAND SHERBORN SHIRLEY SHREWSBURY SOUTHBOROUGH SOUTHBRIDGE SPENCER STERLING STOW STURBRIDGE SUDBURY SUTTON TYNGSBOROUGH UPTON UXBRIDGE WARREN WAYLAND WEBSTER WEST BOYLSTON WEST BROOKFIELD WESTBOROUGH WESTFORD WORCESTER	ASHBURNHAM ASHBY ATHOL BERNARDSTON BUCKLAND CHARLEMONT COLRAIN DEERFIELD ERVING FITCHBURG GARDNER GILL GREENFIELD HAWLEY HEATH LEOMINSTER LEVERETT LEYDEN LUNENBURG MONTAGUE NEW SALEM NORTHFIELD ORANGE PELHAM PHILLIPSTON ROWE ROYALSTON SHELBURNE SHUTESBURY SUNDERLAND TEMPLETON TOWNSEND WARWICK WENDELL WESTMINSTER WINCHENDON	AGAWAM AMHERST ASHFIELD BELCHERTOWN BLANDFORD BRIMFIELD CHESTER CHESTERFIELD CHICOPEE CONWAY CUMMINGTON EAST LONGMEADOW EASTHAMPTON GOSHEN GRANBY GRANVILLE HADLEY HAMPDEN HATFIELD HOLLAND HOLYOKE HUNTINGTON LONGMEADOW LUDLOW MIDDLEFIELD MONSON MONTGOMERY NORTHAMPTON PALMER PLAINFIELD RUSSELL SOUTH HADLEY SOUTHAMPTON SOUTHWICK SPRINGFIELD TOLLAND WALES WARE WEST SPRINGFIELD WESTFIELD WESTHAMPTON WHATELY WILBRAHAM WILLIAMSBURG WORTHINGTON	ADAMS ALFORD BECKET CHESHIRE CLARKSBURG DALTON EGREMONT FLORIDA GREAT BARRINGTON HANCOCK HINSDALE LANESBOROUGH LEE LENOX MONROE MONTEREY MOUNT WASHINGTON NEW ASHFORD NEW MARLBOROUGH NORTH ADAMS OTIS PERU PITTSFIELD RICHMOND SANDSFIELD SAVOY SHEFFIELD STOCKBRIDGE TYRINGHAM WASHINGTON WEST STOCKBRIDGE WILLIAMSTOWN WINDSOR

Contractor Listing

Vendor Name	Vendor Contact	Vendor Comments	City	State	Zip	Phone	Cont. Email
Lorusso Corporation	Linda Watterson	Category 4 (Regions 1, 3, 4, 5)	Plainville	MA	02762	508-695-3252	linda.watterson@lorussocorp.com
M.E. O'Brien & Sons, Inc.	Meghan O'Brien	Categories 6, 7, 9 (Statewide)	Medfield	MA	02052	508-359-4200	mail@obrienandsons.com
Bigelow Nurseries, Inc.	Timothy Hay	Category 1 (Statewide)	Northborough	MA	01532	508-845-2143 x14	timhay@bigelownurseries.com
New England Recycling Co., Inc.	Peter Wolski	Categories 3 (Regions 1, 2, 3, 4, 5), 4 (Region 3)	Taunton	MA	02780	508-813-1278	PWolski@glopes.com
Northeast Nursery, Inc.	AJ Demotses	Categories 1 & 2 (Statewide), and Category 4 (Regions 1, 2, 3, 5)	Peabody	MA	01960	978-854-4520	ademotses@northeastnursery.com
Cavicchio Greenhouses Inc	Edward Kassor	Category 1 (Regions 1, 2, 5)	Sudbury	MA	01776	978-443-7177 x268	ekassor@cavicchio.com
Miracle Recreation dba Site Specifics, LLC	Cindy Maak John Hollerbach	Category 6 (Statewide)	Rochester West Hartford	MA CT	02770 06133	888-551-3155 888-844-7529	cindy@sitespecifics.net john@creativerec.com
New England Recreation Group, Inc.	Charles Ramondo	Category 6, 7 (Statewide)	Westboro	MA	01581	800-861-1209	nerg@nerecgroup.com
MRC, Inc.	James Marturano	Categories 6 and 7 (Statewide)	Spring Lake	NJ	07762	800-922-0070	marturano@gametime.com
Premier Park & Play	Doug Knotts	Categories 6, 7 and 9 (Statewide)	Newton	MA	02458	617-244-3317	premierparkplay@verizon.net
PlayCore Wisconsin, Inc dba BigToys	Kelly Conely	Category 6 (Statewide)	Chattanooga	TN	37402	423-648-5585	kconely@playcore.com
Earth Safe, Inc.	Stephen Orbe	Categories 6, 7, 8 (Statewide)	Harwich	MA	02645	508-430-0777	steve@earthsafeinc.net
Valley Green Inc.	Joe Goncalves	Category 4 (Region 7)	Holyoke	MA	01040	413-533-0726	j.goncalves@valleygreenusa.com

Vendor Name	Vendor Contact	Vendor Comments	City	State	Zip	Phone	Cont. Email
Harrell's, L.L.C.	Greg Nicoll	Category 2 (Statewide)	Auburn	MA	01501	508-832-5008	gnicoll@harrells.com
Design Built LLC DBA Childscapes	Timothy Pesko	Category 6, 7 (Statewide)	Marshfield	MA	02050	781-837-6412	tpesko@childscapes.net
Amherst Nurseries (John W Kinchla DBA)	John Kinchla	Category 1 (Statewide)	Amherst	MA	01002	413-549-8873	jwk@amherstnurseries.com
Rubbercycle, LLC	Keith Sacks	Category 6 (Statewide)	Lakewood	NJ	08701	732-363-0600 x104	keith@rubbermulch.com
Helena Chemical Company	Louis Bettencourt	Category 2 (Statewide)	Hatfield	MA	01038	800-452-3294	bettencourt1@helenachemical.com
ProBark Industries Inc.	Daniel Mayer	Category 3 (Regions 1, 2, 5, 6)	Essex	MA	01929	978-768-6999	dan@mayer-tree.com
UltiPlay Parks & Playgrounds, Inc	Michael Parody	Categories 6 and 7 (Statewide)	Uxbridge	MA	01569	866-575-7529	mparody@ultiplayus.com
Pioneer Manufacturing Company	Daniel Ford	Category 9 (Statewide)	Cleveland	OH	44136	800-877-1500	dford@pioneerathletics.com
M. Huberman, Inc	Claire Williams	Categories 1 (Native), 5, 9 (Statewide)	Saugus	MA	01906	781-233-4682	cwilliams@watergripmedia.com